



**Lawrence Berkeley National Laboratory**

**Sponsored Projects Office**

One Cyclotron Road, BLDG: 46R0125

Berkeley, CA 94720

(510) 486.7557 (voice) / (510) 486.4386 (fax)

## **BERKELEY LAB DONOR INSTRUCTIONS**

Gifts to The Regents are accompanied by a letter or deed of gift from the donor that specifies the use to which the gift.

Ideally, a gift letter should include the following information:

- Clearly state the donor's intention to make a gift;
- Include a brief description of the gift (e.g., cash, shares of stock);
- Declare that the gift is irrevocable (under California law, a gift is considered revocable unless the donor specifies that it is irrevocable);
- Identify the Laboratory as the entity for which the gift is intended;
- Include a specific designation of the purpose or purposes for which the gift is to be used (if applicable).

Following are texts for several sample letters that have been approved by UC General Counsel. For donations from private companies and non profit corporations, please provide a donation letter on company letterhead.

### Unrestricted Gift

"I/We enclose my/our check for \$\_\_\_\_\_ payable to The Regents of the University of California. This is an irrevocable gift and shall be used at the Berkeley Lab to further the goals of the University as The Regents in their discretion deem appropriate."

### Restricted Purpose Gift

"I/We enclose my/our check for \$\_\_\_\_\_ payable to The Regents of the University of California. This is an irrevocable gift, and shall be used for \_\_\_\_\_ (specific purpose) at the Berkeley Lab."

(For example: ". . . shall be used for research in cancer under the direction of \_\_\_\_\_.")

## BERKELEY LAB DONOR INSTRUCTIONS

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### **Sending the Donor Letter to Berkeley Lab:**

Donor Letters should be addressed to Laboratory Director and sent to the Sponsored Projects Office:

Dr. Steven Chu, Laboratory Director  
Lawrence Berkeley National Laboratory  
c/o Sponsored Projects Office (Attn: Angela R. Ford)  
1 Cyclotron Road MS46R0125  
Berkeley, California 94720

A copy of the letter may also be to the Berkeley Lab Principal Investigator.

**Please be advised that Berkley Lab assesses a 1% administrative fee on all gifts.**

### **Forwarding the Check or Wire Transfer to Berkeley Lab**

The checks should be made payable to The Regents of the University of California – Contract 31 and mailed to the following address:

**Sponsored Projects Office  
Ernest Orlando Lawrence Berkeley National Laboratory  
Attn: Angela R. Ford  
1 Cyclotron Road, Mail Stop 46R0125  
Berkeley, California 94720**

As an alternate to issuing a check, you may wire payment in U.S. dollars payable to The Regents of the University of California – Contract 31 to the following electronic address:

Financial Institution:	Wells Fargo Bank, N.A San Francisco, CA
Attn:	Anita T. Suen, 415-396-0798
ABA#:	121000248 (DOMESTIC)
Swift Code:	WFBIUS6S (INTERNATIONAL)
Account Name:	Lawrence Berkeley National Laboratory Gift Account
Account Number:	4121-491195

If you have any questions regarding these instructions, please contact Angela R. Ford, Sponsored Projects Office by phone: (510) 486-7557, by fax: (510) 486-4386, or by e-mail: Gifts @lbl.gov.